

6 Feb 1970

Second meeting of the Building Planning Coordinators (BPCs) -

1. Review of schematic layouts on possible use of the Headquarters site; approach to BPR and possible uses of BPR and S-T land.
2. Highlights of the BPR Bill
3. Discuss space and personnel figures
4. Escalation projections for the next ten years
5. Monetary benefits - potential savings
6. Intangible benefits
7. Parking requirements - various solutions
8. Traffic flow study
9. Dispersal of personnel residences - historical trends

Action 10. Designation of Building Planning Assistants (BPAs)

Action 11. Projection of personnel and space requirements

- a. Set of component assumptions (given the general assumptions)
- b. Anticipated shifts in responsibilities 1969 to 1979
- c. New techniques, systems and procedures which may be applied to enhance the component's activities.
- d. Personnel
  - 1969 base
  - 1979 requirement = in offices or in special purpose space
    - = reduction (relate to activity)
    - = addition (relate to activity)
    - = new skill requirements adjusted training program
- e. Space
  - 1969 base = office
    - = special purpose, with breakdown
  - 1979 requirement = office
    - = special purpose by category

Action 12. Private car use and reimbursement (by month or sample month x 12, for one year estimate)

- a. Trips - Total - % between Wash Metro Area buildings
- b. Reimbursement - Total - Potential saving (metro area %)